



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
HAZARDOUS MATERIALS DIVISION

Radiological Health Program

(619) 338-2969 or (619) 338-2493; FAX (619) 338-2592
P.O. BOX 129261, SAN DIEGO, CA 92112-9261

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RADIATION SHIELDING PLAN CHECK INFORMATION

Contents of this package:

1. Radiation Plan Check Information HM-9900
2. Radiation Shielding Plan Check Application form and fee schedule HM-9901
3. Radiation Machine Registration Form RH-2261

Instructions:

1. Contact a California certified physicist to obtain a report specifying structural shielding requirements for the x-ray room(s). The physicist's report must include the following:
 - a. The Workload (W)
 - b. The Occupancy Factor (T)
 - c. The Use Factors (U)
 - d. The distances (d) involved
 - e. The kilovoltage of the x-ray machine in kilovolt peak (kVp)
 - f. The required shielding

Note: To find certified health physicists working in San Diego County, you may call this office at (619) 338-2969 or the Radiological Health Branch of the State of California Department of Health Services at (916) 327-5106.

2. Prepare the documentation listed below for submittal. All information is required in order to complete the Radiation Shielding Plan Check as soon as possible:
 - a. **A completed Radiation Shielding Plan Check Application** (HM-9901).
 - b. **Two full-size blueprints of the floor plan**, which are to be submitted to the Building Department for building permits.

Note: Some building departments, other than the City of San Diego, may not require two sets of blue prints to be stamped by this office. In those cases, the drawing of the room floor plan that accompanies the physicist's report will be sufficient. Blueprints shall have the physicist's shielding recommendation incorporated onto the plans. The floor plans shall be drawn to at least 1/4" scale showing x-ray rooms, machines, and types of use of all areas adjacent to x-ray rooms, including areas above and below. Show location of control station, vertical cassette holder or changer, x-ray table, darkroom, and any shields or barriers.
 - c. **One copy of the physicist's report**.

2. Submit the **Physicist's report**, the completed **application** and the **blueprints** in person to:

Department of Environmental Health – Hazardous Materials Division
1255 Imperial Ave, 3rd floor, San Diego, CA, 92101.

Be advised that plans cannot be reviewed or approved if an incomplete application packet is submitted.

3. Pay plan check fees when you return to pick up the approved plans. Checks must be made payable to the County of San Diego. Review process usually takes one to three days. Once plans are approved, the blueprints are stamped accordingly. Plan check fees are based on the number of rooms incorporating x-ray machines and the intended use of the machines. The Radiation Shielding Fee schedule is printed on the application form. You may call 619-338-2969 to find out the fees due on your project.
4. Direct all questions concerning this plan approval process to the County of San Diego, Radiological Health Program at (619) 338-2969 or (619) 338-2493.

NOTE: California Radiation Control Regulations require that all x-ray machines be registered with the State of California, Department of Health Services. Please provide the owner of the x-ray machine the Radiation Machine Registration form that is included in the application packet. This form must be completed and sent to the address in the lower left corner of the form.